

Section IV Maintenance of Health Records and Civilian Employee Medical Records Upon Mobilization

5–32. Health records of deployed military members and deployed civilians

a. HREC of deployed military members and CEMR of deployed civilians. HREC or CEMR of deployed individuals will not accompany them to combat areas.

.(1) If an individual deploys, the DD Form 2766 and any DD Forms 2766C will be photocopied prior to deployment and the copies will be kept in the medical record. The original DD Form 2766 and any DD Forms 2766C will accompany the individual to the field. The DD Form 2766 will serve as the treatment folder while the individual is deployed; other forms such as DD Form 2766C, DD Form 2795, DD Form 1380, and SF 600 will be filed on the fastener inside the DD Form 2766. The photocopies of the DD Form 2766 and DD Form 2766C will be removed and shredded when the originals are placed back into the HREC or CEMR. Forms that had been filed inside the DD Form 2766 folder will be removed and filed in the regular treatment folder according to figures 5–1, 5–2, or 7–1.

.(2) When processing individuals for deployment, the MTF and DTF will audit each individual's HREC or CEMR and record essential health- and dental-care information on DD Form 2766. If an HREC or CEMR is not available, DD Form 2766 will be completed based on individual interviews and any other locally available data. An HREC may not be available for most IRR, Individual Mobilization Augmentee, and retired personnel because these HRECs may remain on file at the AR-PERSCOM or the VA.

.(3) Upon notification of deployment, all military personnel will complete DD Form 2795.

.(a) The individual being screened will fill out the section entitled "Demographics" on page 1, and the section entitled "Health Assessment" on page 2. These sections are self-explanatory.

.(b) The administrator will fill out the boxed area on page 1 entitled "Administrator Use Only," and will answer the user's questions on filling out the form. The administrator will document the deployment location as well as the completion date of the pre-deployment evaluation on DD Form 2766, Block 11–Pre/Post Deployment History. This does not apply to classified operations.

.(c) The health-care provider will fill out the section entitled "Pre-Deployment Health Provider Review" on page 2.

.(d) The original form will remain in the HREC; a copy of the form will be filed on the fastener inside the DD Form 2766 folder, and a copy will be sent to the Army Medical Surveillance Activity, ATTN: MCHB–TS–EDM/Deployment Surveillance, Bldg. T–20, Room 213, 6900 Georgia Avenue NW, Washington, DC 20307–5001.

.(4) DOD Directive (DODD) 6490.2 and DOD Instruction (DODI) 6490.3 state that to the extent applicable, medical surveillance activities will include essential DOD civilian and contractor personnel directly supporting deployed forces, consistent with plans established under DODI 1400.32 and DODI 3020.37. If DD Form 2795 is used for civilians, the original form will remain in the CEMR; a copy of the form will be filed on the fastener inside the DD Form 2766 folder, and a copy will be sent to the Army

Medical Surveillance Activity.

.(5) If the deployed individual is taking part in a classified operation, the pre-deployment evaluation (DD Form 2795) is still required, but the form will be maintained only in the personnel folder.

(6) The completed DD Form 2766 and a copy of any printout from an automated immunization tracking system will be provided to the individual's command, or to the individual if he or she is an individual replacement, and then handed off to the MTF in the area of operation responsible for providing primary medical care to that individual. That MTF will maintain the DD Form 2766 as an outpatient field file for reference as needed. The unit commander is responsible for ensuring that medical records are safely routed to their final destination.

(7) The MTF will ensure that the ABO/Rh blood type from a verified blood bank typing is recorded in block 10.

.(8) The field file will consist of, in part, DD Form 2766, DD Form 2795, and possibly DD Form 2766C, DD Form 2796, SF 600, SF 558, SF 603, or DD Form 1380. These forms will be filed on the fastener inside the DD Form 2766.

.(9) If DD Form 2766 is not available, the individual's field file may be managed as a "drop" file (forms not attached), and integrated into the DD Form 2766 when it is available.

.b. Engagement forces. If time permits, follow guidance in *a*(1), (2), and (3), above. If not, process when time permits.

.c. Smaller scale contingencies. Retain the HREC at the MTF and DTF providing primary care. If the servicing primary care facility closes, forward the HREC to the MTF or DTF indicated by the servicing MEDDAC and DENTAC. If full mobilization occurs, follow guidance in *a*(1), (2), and (3), above.

.d. Units that do not process through a mobilization station before deployment or otherwise do not have access to an MTF or DTF. These units will follow the procedures in *b*, above.

5–33. Preparation of health record forms

a. DD Form 1380. Instructions for preparing DD Form 1380 are provided in chapter 11. When DD Form 1380 is put into the record, it will be mounted on SF 600. To mount it, staple only along the top margin so that no entries on SF 600 are hidden and so that both sides of DD Form 1380 can be read.

b. SF 600. SF 600 is prepared the same during combat conditions as during peacetime. (See para 5–18.)

.c. SF 603A. Each encounter for dental care in an operational setting will be recorded on SF 603A. To ensure legal documentation and quality-care continuity, provide complete, accurate, and clear information so that the forms can be returned to the record custodian and so that the information can be transposed to the permanent record. At a minimum, the name, SSN, service branch, unit (for example, division or separate brigade, company, and battalion), and homebase should be included in the identifying information. The provider's name and rank, and the field unit providing the care should be clear. The date, chief complaint, indication that medical history was reviewed, examination and test results, diagnosis, treatment, prescriptions, and disposition (including mode of transportation, if pertinent) will be included on the SF 603A, section

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5-34. Use of field files/DD Form 2766

a. If a member's primary MTF changes, the field file/DD Form 2766 should be moved to the gaining MTF.

b. If a member requires admission to the hospital, every attempt will be made to forward the field file/DD Form 2766. The file will be returned to the member's primary

5-35. Health assessments after deployment

a. DD Form 2796 will be used for post-deployment health assessments as follows.

(1) All military personnel will complete DD Form 2796 prior to leaving the area of operation.

(a) The individual being screened will fill out the section entitled "Demographics" on page 1, and the section entitled "Health Assessment" on page 2. These sections are self-explanatory.

(b) The administrator will fill out the boxed area on page 1 entitled "Administrator Use Only," and will answer the user's questions on filling out the form. The administrator will document the deployment location (if this information is missing) and the completion date of the post-deployment evaluation on DD Form 2766, Block 11-Pre/Post Deployment History. This does not apply to classified operations.

(c) The health-care provider will fill out the section entitled "Post-Deployment Health Provider Review" on page 2.

(2) If a situation does not allow this health screening prior to departure, the individual's commander will ensure that the health assessment is completed and submitted to the local MTF commander within 30 days of the individual's return. The local MTF commander will ensure that a procedure is in place for submitting a copy of the DD Form 2796 to the Army Medical Surveillance Activity and for filing the original DD Form 2796 in the HREC.

(3) If the DD Form 2796 is completed prior to leaving the area of operation, the original form will be filed in the DD Form 2766 folder until it can be integrated into the HREC according to figures 5-1 and 5-2. A copy of the DD Form 2796 will be submitted to the Army Medical Surveillance Activity, ATTN: MCHB-TS-EDM/Deployment Surveillance, Bldg. T-20, Room 213, 6900 Georgia Avenue NW, Washington, DC 20307-5001.

(4) RC personnel must complete DD Form 2796 prior to release from active duty if the form was not completed before redeployment. RC personnel who have been deployed will also complete DD Form 2697 (Report of Medical Assessment) according to AR 40-501. RC personnel who are called to active duty but never actually deployed will only complete DD Form 2697.

(5) If DD Form 2796 is used for civilians, the form will be completed prior to leaving the area of operation. If a situation does not allow this health screening prior to departure, the individual's commander will ensure that the health assessment is completed within 30 days of the individual's return. If the DD Form 2796 is completed prior to leaving the area of operation, the original form will be filed in the DD Form 2766 folder until it can be integrated into the CEMR according to figure 7-1. The local commander will ensure that a procedure is in place for submitting a copy of the DD Form 2796 to the Army Medical Surveillance Activity and for filing the original in the CEMR.

.(6) If the deployed individual is taking part in a classified operation, the post-deployment evaluation (DD Form 2796) is still required, but the form will be maintained only in the personnel folder.

.b. DD Form 2844 (TEST) (Medical Record-Post Deployment Medical Assessment) will be used when evaluating a patient with post-deployment health concerns after screening of the DD Form 2796, or when the patient is self-referred.

.(1) The form documents the assessment, management, and treatment of patients with deployment related health concerns. The DD Form 2844 (TEST) may be used in lieu of the SF 600 to document outpatient treatment only for patients with health concerns that may be deployment related.

.(2) The Post Deployment Clinical Practice Guideline (www.pdhealth.mil) contains various patient questionnaires that may be used in conjunction with the DD Form 2844 (TEST) to evaluate common mental health disorders and stressors.

.(3) DD Form 2844 (TEST)(and any associated patient questionnaires) will be filed in the HREC with the SF 600 in reverse chronological order.

5-36. Operation after hostilities cease

a. Field files/DD Form 2766 will be integrated with the HREC or CEMR after demobilization at home station or mobilization stations.

.(1) On return to the MTF (post deployment), forms such as SF 600 will be removed from the DD Form 2766 folder and placed with the other SFs 600 in the medical record.

.(2) DD Form 2795 and DD Form 2796 will be removed from the DD Form 2766 folder and placed as shown in figures 5-1, 5-2, or 7-1. If a previously photocopied DD Form 2795 is contained in the record, only the original form will be kept; the copy will be removed and shredded.

.(3) The photocopies of the DD Form 2766 and DD Form 2766C will also be removed and shredded when the originals are placed back into the record. Field files/DD Form 2766 will be forwarded to AR-PERSCOM for those members whose HREC is maintained at AR-PERSCOM.

.b. Each CONUS MTF must request records from AR-PERSCOM for those members who remain on active duty and are assigned for support upon demobilization.